Data Gateway SAGE Special Codes Tool Training 2015-2016
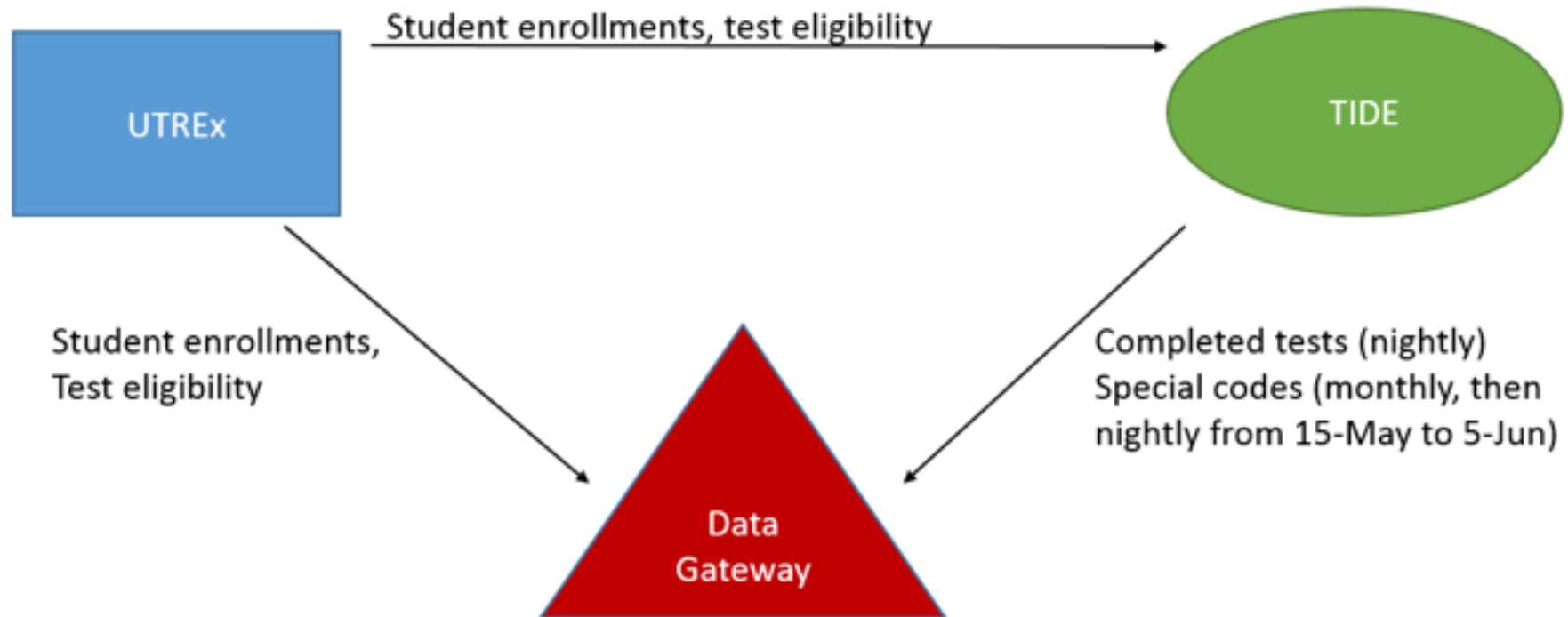
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Where the SAGE Special Codes Tool Gets Data

Some Important Rules of Thumb

Codes should only be set in one place

- Only set the code in the Data Gateway if it cannot be set in TIDE because the student is no longer enrolled.
- If you can set the code in TIDE, please do it there.

Make sure you know how current your data are in the SAGE Special Codes tool

- Check the extract date and be aware of if your SAGE extract is stale.
- Remember that special codes will update again on May 1, then nightly from May 15th to June 5th.
- The final special codes file will arrive on June 20th.
- The end-of-year UTREx submission will be on July 7th.
- Special codes must be certified by July 8th.

Views in the Special Codes Tool

The tool has two views
- You start at a **test level view** (by district or school)
- You then select a test to get to a **student level view** (which to protect PII, we will show using screenshots)

Let's start by going into the Data Gateway and looking at the test-level view at https://datagateway.schools.utah.gov

Student Level View

Show [10 ▾] entries   Search: [   ]

Name	SSID	School	Course	Core Code	Course Entry	Course Exit	TIDE Code	Special Code	Last Modified
		130	Fourth HRM (04HRM040)	22010000005	01/19/2016	06/05/2016		null	
		112	Fourth HRM (04HRM040)	22010000005	08/19/2015	06/05/2016		null	
		135	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		159	Fourth HRM (04HRM042)	22010000005	08/19/2015	06/05/2016		null	
		106	Fourth HRM (04HRM402)	22010000005	08/19/2015	06/05/2016		null	
		103	Fourth HRM (04HRM401)	22010000005	08/19/2015	06/05/2016		null	
		107	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		140	Fourth HRM (04HRM402)	22010000005	08/24/2015	06/05/2016		null	
		122	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		103	Fourth HRM (04HRM403)	22010000005	08/19/2015	06/05/2016		null	
		[▾]	[▾]	[▾]		≤ [ ]		[▾]	

Showing 1 to 10 of 2,642 entries   ⚡ Bulk Edit Filtered Entries   Previous **1** 2 3 4 5 … 265 Next

[Export to Excel]
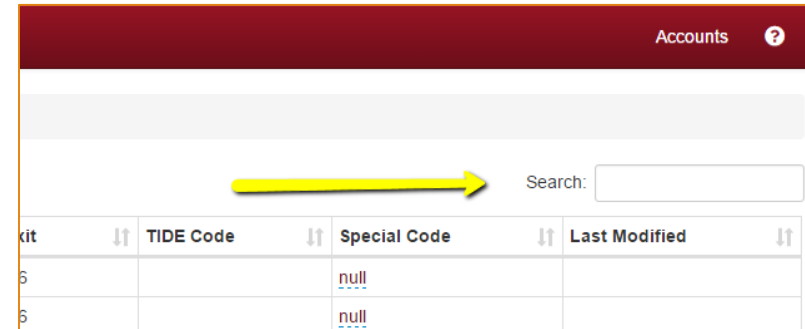
Sorting Results

Name		SSID		School		Course		Core Code		Course Entry		Course Exit		TIDE Code		Special Code		Last Modified	
		130				Fourth HRM (04HRM040)		22010000005		01/19/2016		06/05/2016				null			
		112				Fourth HRM (04HRM040)		22010000005		08/19/2015		06/05/2016				null			

Click on the arrows in the top right of each field, and the tool will sort the entries in ascending or descending order.
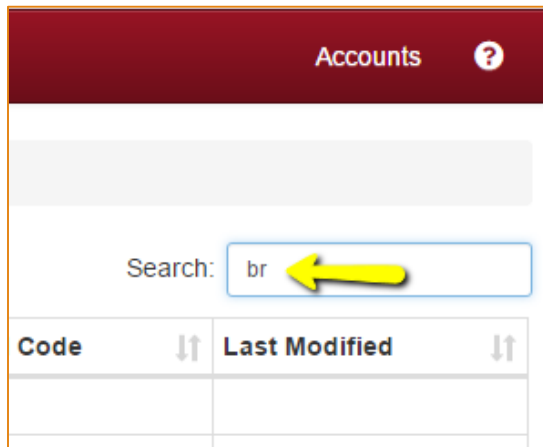
Filtering Results – Search Bar

The "Search" bar will filter down your results in **every** field.

The filter works even with incomplete entries

Filtering Results by Dropdown List

School	Course	Core Code
106	Fourth HRM (04HRM401)	22010000005
143	Fourth HRM (04HRM415)	22010000005
150	Fourth HRM (04HRM404)	22010000005
143	Fourth HRM (04HRM422)	22010000005
154	Fourth HRM (04HRM040)	22010000005
140	Fourth HRM (04HRM401)	22010000005
108	Fourth HRM (04HRM043)	22010000005
120	Fourth HRM (04HRM401)	22010000005
150	Fourth HRM (04HRM404)	22010000005
108	Fourth HRM (04HRM041)	22010000005

04 HRM SP ED (04HRMS710)
04 HRM SP ED (04HRMS720)
Fourth HRM (04HRM040)
Fourth HRM (04HRM041)
Fourth HRM (04HRM042)
Fourth HRM (04HRM043)
Fourth HRM (04HRM044)
Fourth HRM (04HRM045)
Fourth HRM (04HRM046)
Fourth HRM (04HRM400)
Fourth HRM (04HRM401)
Fourth HRM (04HRM402)
Fourth HRM (04HRM403)
Fourth HRM (04HRM404)
Fourth HRM (04HRM405)
Fourth HRM (04HRM410)
Fourth HRM (04HRM411)
Fourth HRM (04HRM415)
Fourth HRM (04HRM421)

dit Filtered Entries

Some of the categories can be filtered at the bottom of the Table (school, course, core code, course exit, and special code).

The course exit filter allows you to only show records where the student exited before or up to the selected date.

Changing Special Codes in the SAGE Special Codes Tool

Codes can be set **one at a time** or in **bulk**.

To set codes one at a time, click on any underlined entry in the Special Code field (null or a code).

The entry will change to a dropdown list. Select the desired code.

Once the code is set, the "Last Modified" field will also change.

Special Code	Last Modified
▾	

101: Absent - Did not take test
106: Student refuses to test
107: Excused - Medical Emergency
108: Course Will Continue Next School Year
109: Course Instruction Not Aligned with Course Code
110: Test has already been taken
111: USOE Excused - Approval Needed
112: Student Transferred Before Testing Window
201: Accommodated
202: Modified
203: Invalidated
204: Parental Exclusion

null

null

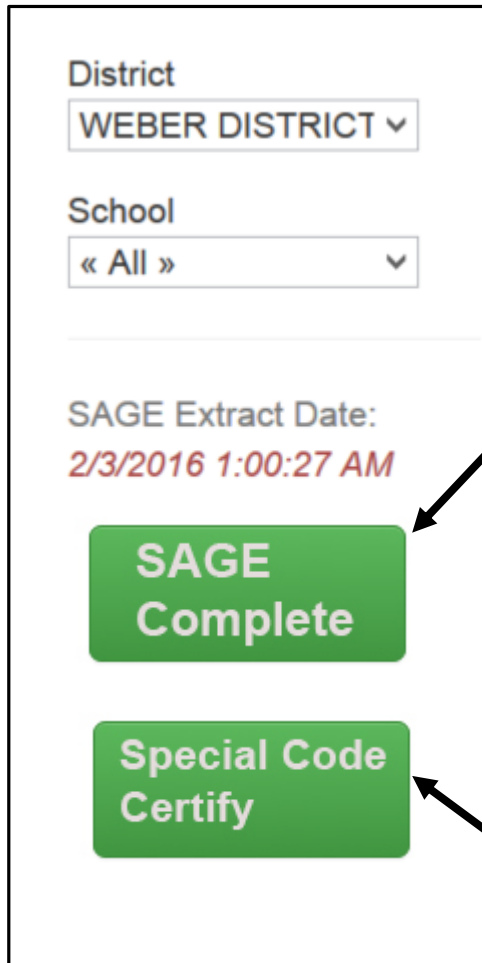# Changing Special Codes in Bulk

After applying all of your filters, select "Bulk Edit Filtered Entries"

Select the code for all of the filtered entries, check the "overwrite existing codes" box, and apply.

End-of-year Procedures

District
WEBER DISTRICT ⌄

School
« All » ⌄

SAGE Extract Date:
2/3/2016 1:00:27 AM

SAGE Complete

Special Code Certify

1) Once all SAGE Summative test administration is complete for 2015-2016, **click the "SAGE Complete" button**. This needs to happen no later than the last day of the LEA testing window.

2) Special code files will be updated in the SAGE Special Codes Tool nightly between May 15th and June 5th.

3) TIDE goes offline on June 17th. After this date, the only place special codes can be set will be in the SAGE Special Codes tool.

4) The final TIDE special codes file will be received on June 20th and available in the SAGE Special Codes tool by June 21st.

5) Final UTREx submissions are due no later than July 7th. Once an LEA has submitted their final UTREx file, you must go in and verify the SAGE special codes for 2015-2016 and click the **"Special Code Certify" button** by July 8th.

Note: The SAGE Complete and Special Code Certify buttons are coming soon...

Questions?

SAGE Special Codes Tool Quick-Reference Guide will be available on April 21, 2016 at:
http://schools.utah.gov/assessment/SAGE.aspx

A list of special codes and an explanation of when to apply them can be found in the Spring Summative TAM: http://sageportal.org/wp-content/uploads/2015-2016-SpringSummativeTAM.pdf

For questions about setting special codes, please contact David Sallay, Assessment Data Specialist
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